

DRAFT Work Plan: Gender Equity in Pay Task Force, August to December 2013

8/22/13

| When | Agenda Topics and Desired Outcomes |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fri, August 16 2 to 5 PM | <ul style="list-style-type: none">• Welcome / introductions• Review of charge to Task Force and draft work plan<ul style="list-style-type: none">✓ Identify any revisions to draft work plan• Review and discussion of City report on gender equity in pay<ul style="list-style-type: none">✓ Identify any additional wage data analysis needed• Discuss potential strategies to address gender equity in pay gaps<ul style="list-style-type: none">✓ Identify strategies to research before next meeting✓ Task force members or staff agree to research potential strategies and bring description, pros, cons and cost of implementation to the September meeting• Logistics for future meetings<ul style="list-style-type: none">✓ Decide meeting location for the remainder of the year |
| September 13 th , 9 AM to noon | <ul style="list-style-type: none">• Finalize draft work plan / update on web site• Review of key City policies• Review additional information on City employment data<ul style="list-style-type: none">✓ Agree on key findings• Review and discuss City report on gender equity in contracting<ul style="list-style-type: none">✓ Identify any additional data analysis needed• Develop criteria to be used to develop recommendations• Discuss potential strategies to address gender equity in pay and contracting gaps<ul style="list-style-type: none">✓ Committee report-backs on strategies proposed for consideration✓ Identify any additional strategies to research before next meeting✓ Task force members or staff agree to research potential strategies✓ Decide on any immediate actions to recommend to the Mayor that will entail budget in 2014. |
| October 15 th , 2 to 5 PM | <ul style="list-style-type: none">• Review additional information on City contracting data<ul style="list-style-type: none">✓ Agree on key findings• Discuss potential strategies to address gender equity in pay and contracting gaps<ul style="list-style-type: none">✓ Committee report-backs on strategies proposed for consideration✓ Identify any additional strategies to research before next meeting✓ Task force members or staff agree to research potential strategies✓ Use criteria to begin prioritizing strategies• Report on Mayor's budget• Discuss key components of a Gender and Social Justice Initiative to be launched in 2014 |
| November 19 th , 2 to 5 PM | <ul style="list-style-type: none">• Prioritize potential strategies to address gender equity in pay and contracting gaps• Review draft report• Review draft outline of a Gender and Social Justice Initiative for 2014 |

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|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| December 11 th , 2 to 5 PM | <ul style="list-style-type: none"> • Finalize report with recommended strategies to address gender equity in pay and contracting gaps • Finalize recommendations for a Gender and Social Justice Initiative <ul style="list-style-type: none"> ✓ Recommend focus areas to be included in the Gender and Social Justice Initiative |

Data requests for additional work force analysis:

1. Analysis of Library data
2. Job segregation
 - a. Analysis of job categories that are primarily held by men / women with the wages
 - b. Analysis of departments that are disproportionately male
3. Leadership – number of women in senior level positions, at the City-wide level and by department, with salary information
4. Retention – average length of time in position by gender, exit data for people leaving City employment
5. Work environment – employee complaints (grievances and discrimination complaints), by department, including gender and race. Number of disciplinary actions by department, race and gender.
6. Upward mobility – who moves up over time by gender and race? Who receives upward mobility opportunities by gender and race?
7. Life cycle analysis – is there a “normal” trajectory for City employment that differs between genders, including starting wages, upward mobility, and length of time as an employee?
8. Historical data – how has the number of women / men changed over the decades? How has the pay gap shifted over the decades?

Running list of potential ideas to achieve gender equity in pay and contracting for the City of Seattle:

1. Institutional policies / practices affecting hiring and wages
 - a. Assess the impact of “veteran’s preference” for positions (as recommended by the OPA auditor for Police Department hiring), and make recommendations to minimize the gender impacts.
 - b. Develop policies and procedures relating to salary negotiation in broad band classifications so that the system does not inadvertently favor some over others. Provide training on initiating salary negotiations to employees and to management on implementing salary negotiations
 - c. Need for targeted workforce development training and apprenticeship programs to bring women into high paying jobs.

2. Legal enforcement of pay equity
 - a. Propose a “Paycheck Fairness Ordinance” that would prohibit paying different wages for equal work and protect employees from retaliation for discussing salaries with colleagues. Post employee salary information on-line.
3. Leadership / retention / upward mobility
4. Family friendly policies and practices to recruit and retain women (and men)
 - a. Develop and implement flextime policies consistent across City departments.
 - b. Determine how many part-time jobs are held by women and assess the impact of step increases being based on “hours worked” rather than “year of service.” The impact of part-time work is that it takes the employee much longer to qualify for step increases and pay is lower.
 - c. Need for targeted recruitment strategies to attract female applicants for high-paying jobs predominately held by men.
 - d. Encourage job sharing.
 - e. Increased access to private space for breastfeeding/pumping.

Running list of areas of focus for the Gender and Social Justice Initiative

1. Staff support for the Gender and Social Justice Initiative
2. Pay inequities
3. Domestic violence
4. Trafficking
5. Family support
 - Childcare and eldercare
 - Using zoning to support childcare – study in 2014
6. Increase the minimum wage (for private sector jobs)
7. Using contracting as a tool to achieve equity